Jefferson County

Position Description

Name:		**Department:**	Corporation Counsel
Position Title:	Assistant Corporation Counsel	**Pay Grade:**	13 **FLSA:** E
Date:	April 2015	**Reports To:**	Corporation Counsel

Purpose of Position

The purpose of this position is to provide legal representation and advice for Jefferson County, a quasi-municipal corporation.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Reviews the weekly calendar of hearings scheduled in court and prepares for hearings. Makes independent decisions concerning preparation and trial of cases in areas of responsibility, under direction of the Corporation Counsel.

- Researches and writes legal memos or briefs which advise the court on specific issues of law on matters before the court.

- Drafts or supervises drafting of legal documents and correspondence by paralegal staff; reviews and approves settlement agreements drafted in lieu of court hearings.

- Keeps current on new laws and regulations. Informs other members of the staff of new laws or regulations that affect their work.

- Complies with County HIPAA Policies and Procedures, if applicable.

- Demonstrates dependable attendance.

- Performs other duties as assigned or as may develop.

Corporation Counsel Department duties:

- Represents County in various legal proceedings including ordinance prosecutions, mental health commitments, defending uninsured claims and recovering funds due County.

- Prepares and/or reviews requests for proposals and contracts for services.

- Assists with civil process in property seizure, real estate tax foreclosure, condemnation of right-of-way, public records responses and buying and selling real estate.

- Assists HIPAA Privacy and Security Officers with legal interpretation, including enforcement and investigation of possible violations.

Child Support Department duties:

- Provides legal services to establish paternity, establish or enforce support, and represents the interests of the Child Support Agency by appearing at hearings before the Family Court Commissioners or Circuit Judges. Presents testimony from witnesses at hearings and cross examine witnesses.

- Researches, negotiates, reviews, advises and argues to the court to obtain orders related to child support that resolve legal matters before the courts.

- Prepares for court hearings. Reviews pleadings and the KIDS System. Meets with parties and/or attorney at appointments scheduled by the Child Support Agency.

- Reviews, interprets, and implements legal processes as required by State and Federal regulation and law for agency staff to assure compliance with the required standards of practice for the Child Support Agency.

- Evaluates and synthesizes data from judicial proceedings, federal regulatory agencies, state and federal child support agencies and legislatures to coordinate the local agency program and promote common goals and objectives for the IV-D program.

Additional Tasks and Responsibilities

- Attends conferences and occasionally present at conferences and Jefferson County Bar meetings.

- Prepares ordinances, resolutions and reports for County Board.

- Serves as Deputy Corporation Counsel during Corporation Counsel's absence.

Minimum Training and Experience Required to Perform Essential Job Functions

Juris Doctor Degree with three years general legal experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must possess license to practice law in Wisconsin.

Physical: None

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

_____   _____
Employee's Signature   Supervisor's Signature

_____   _____
Date   Date